

FAUQUIER COUNTY AIRPORT COMMITTEE

MEETING SUMMARY

REGULAR MEETING

Monday, December 6, 2004 – 5:30 p.m.
Warrenton-Fauquier Airport Conference Room

1. Call to Order:

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:35 p.m. on 06 December 2004 in the Warrenton-Fauquier Airport Conference Room, Midland, Virginia. In attendance were:

Committee (Voting) Members:

James W. Van Luven
Willis P. Risdon

Center District Representative
Citizen at Large

Charles M. Medvitz
Dennis Hunsberger
Bob Newman

Scott District Representative
Citizen at Large
Airport Tenant/Owner

County Staff:

Tony Hooper
Chrissy Kirby
Billy Jenkins
Michael Anderson

Deputy County Administrator
Executive Assistant, County Administration
Operations and Support Services
Airport Manager

Staff:

Ron Gatewood
George Paris
Michael C. DuBeau

Midland Development Corporation
Campbell and Paris Engineers
Campbell and Paris Engineers

Absent:

Raymond E. Graham

Arthur Nash
Sparky Lewis
Rick Gerhardt

Fauquier County Board of Supervisors
Cedar Run District
Marshall District Representative
Town of Warrenton
Cedar Run District Representative

Visitors:

Tom Boyer
Rich Dykes
David Fields
Stephen S. Roszel, Sr.
Stephen Roszel, Jr.
Ross Dillman
Andy Andrews
Chuck Tippet

County Operations Department
Owner/Operator
Owner/Operator
Essar Aviation
Essar Aviation
Essar Aviation
Owner/Operator

2. Adoption of the Agenda:

Dennis Hunsberger moved and Bob Newman seconded a motion to adopt the December 6, 2004 meeting agenda. The motion carried unanimously.

3. Citizens' Time:

Billy Jenkins introduced Tom Boyer, who currently works for the Fauquier County Public Schools, Facilities Department. Mr. Jenkins indicated that effective January 1, 2005, Mr. Boyer will become the Director of Operations for Fauquier County. Mr. Jenkins indicated that Mr. Boyer will be attending Airport Committee meetings as the County Operations staff representative.

Recognitions:

Mr. Van Luven presented a Resolution to commend Billy Jenkins for his service to the Warrenton-Fauquier Airport and the Fauquier County Airport Committee upon the occasion of his retirement from Fauquier County.

Mr. Jenkins expressed his appreciation for the Resolution and the joy he has experienced over the years working with the Airport and the Airport Committee.

Mr. Van Luven presented a Resolution to commend Ron Gatewood for his service and dedication to the Warrenton-Fauquier Airport and the Fauquier County Airport Committee. Mr. Gatewood has served as the Fixed Base Operator at the Airport for the past eleven years.

Mr. Gatewood expressed his appreciation for the Resolution. Mr. Gatewood stated that over these past eleven years, he has been pleased to assist in the growth and expansion of the Airport. Mr. Gatewood also indicated that the Warrenton-Fauquier Flight Center Annual Holiday Celebration is scheduled for Monday, December 27, 2004.

Mr. Van Luven thanked both Mike Anderson and Chrissy Kirby for their continued dedication and hard work at the Airport.

4. Adoption of the Minutes:

Willis Risdon moved and Dennis Hunsberger seconded a motion to adopt the October 25, 2004 meeting minutes. The motion carried unanimously.

5. Update – Operations Subcommittee:

Tony Hooper reviewed correspondence received from Sky World Aviation and Phoenix Aviation, copies of which are attached.

Mr. Hooper stated that the Airport Operations Subcommittee met on November 19, 2004 to review requests received from Sky World Aviation and Phoenix Aviation to provide additional services at the Warrenton-Fauquier Airport.

The Subcommittee reviewed the current Rules, Regulations and Minimum Standards of the Airport and Airport leases, and based on these policies, the Subcommittee is not in a position to recommend to the Airport Committee that these requests be approved. Attached is the section of the County lease that restricts the use of the Midland Hangars to the storage of light civilian aircraft.

Mr. Hooper indicated that the new proposed FBO lease agreement with Essar Aviation contains provisions for an Aircraft Maintenance facility.

Mr. Hooper stated that Ron Gatewood has proposed providing Air Charter Services, which are not currently in the proposed FBO agreement; however, these services may be added later. Mr. Roszel, Jr. indicated that Essar Aviation is not opposed to Midland Development Corporation providing Air Charter services; in fact, Essar Aviation has begun process to work with MDC to continue Air Charter services. Mr. Roszel, Jr. stated that the discussions will continue to make provisions to continue the Air Charter services.

After lengthy discussions regarding all proposed services, Chuck Medvitz made a motion to direct Tony Hooper, Deputy County Administrator, to provide a written formal response to Ron Gatewood to indicate that the requests can not be approved since it is not allowed under the existing lease between Fauquier County and Midland Development Corporation. Mr. Medvitz also noted that in the future it would be helpful to obtain further clarification of the definition of "commercial air services." Willis Risdon seconded the motion. Dennis Hunsberger abstained from the vote. Jim Van Luven and Bob Newman agreed with the motion.

Mr. Medvitz addressed the correspondence and requests received from Phoenix Aviation Services. Mr. Medvitz indicated that under the current land lease agreements, the requested services are not allowed. Mr. Medvitz made a motion to direct Tony Hooper, Deputy County Administrator, to provide a written formal response to Rich Dykes regarding his requests. Mr. Newman seconded the motion. Vote passed unanimously.

6. Update – Airport Manager:

Mike Anderson reported that we had three (3) hangar units become available in the last thirty days; however, the units were immediately re-occupied from persons on the hangar wait list. Currently, there are eleven (11) citizens on the wait list.

Mr. Anderson indicated that he had secured Virginia Department of Aviation Maintenance funding for the replacement of the flooring in the common areas of the office terminal building. The total estimated cost for the replacement is \$3,800 and the Virginia Department of Aviation will provide 80% of the funding, leaving a balance of \$760 to be covered by local funds. Mr. Anderson reported that the current Airport budget will be able to fund the \$760 local share.

Mr. Anderson reported that the Warrenton-Fauquier Airport sign at the entrance of the Airport had again been vandalized. The sign will be replaced within the next few days.

Mr. Anderson updated the Committee on the status of the sewage treatment facility. Mr. Anderson indicated that the pressure test is scheduled for December 8, 2004, weather permitting. The pumps and grinders are assembled and ready for installation as soon as the weather breaks.

7. Update – FBO:

Mr. Gatewood invited all those in attendance to the Holiday Celebration scheduled for Monday, December 27, 2004 at 11:00 a.m. at the Airport.

Mr. Van Luven stated that the Airport fund will provide financial assistance in preparation for the Holiday Celebration.

Mr. Van Luven encouraged everyone to attend this celebration.

8. Essar Aviation Transition Plan for FBO Services:

Ross Dillman reported that their FBO services would begin on January 1, 2005. Mr. Dillman stated that fueling contracts have been signed and that proper insurance has been obtained. Mr. Dillman indicated that their registered FBO name is ***Warrenton-Fauquier Aviation***.

Mr. Dillman stated that January 1, 2005 through January 10, 2005, the maintenance facility will be undergoing renovations; however, simple maintenance will be performed during this time. On January 10, 2005, full maintenance will resume. Mr. Dillman reported that they have three (3) potential mechanics and Mr. Dillman will be the designated IA.

Mr. Dillman also indicated that the Flight School will also begin January 1, 2005.

Stephen Roszel, Jr. reported that the fuel contract with Air BP has been signed and fueling will begin on January 1, 2005. Mr. Roszel stated that there will be a Jet A fuel truck on site February 2005, along with a skid pump filtration system.

Mr. Roszel, Jr. stated that there will be discounts offered for tenants on the field. Mr. Roszel, Jr. indicated that they will maintain competitive fuel pricing. Uniform for fueling personnel will be provided by Air BP. Air BP has also proposed installing a lighted fuel sign and Mr. Roszel, Jr. will continue to coordinate with the Committee regarding the installation of such signage.

Mr. Roszel, Jr. reported that the Jet A Fuel truck is expected to be installed no later than June 2005.

Mr. Van Luven requested a “mock up” of the proposed sign to be presented to the Committee for review, comments, and/or approval.

Mr. Medvitz requested that Mr. Hooper obtain copies of the Fauquier County Zoning Ordinance regarding installation of signs.

Mr. Newman expressed that he is pleased with Air BP joining the Warrenton-Fauquier Airport.

Mr. Dillman stated that a newsletter will be distributed, within the next week or so, to all tenants of the Warrenton-Fauquier Airport and Committee members and staff regarding the transition and services to be offered by Essar Aviation.

9. Update – Campbell and Paris:

Mike DuBeau provided an update on the Runway Expansion project. Mr. DuBeau indicated that the asphalt work has been completed. Installation and testing of runway lights should be, weather permitting, completed by weeks end. Mr. DuBeau stated that is expected for the runway to open by Friday, December 17, 2004.

Mr. Anderson reported that staff from GEI and subcontractors has been working weekends to make up for loss of time due to the weather.

Mr. Van Luven thanks Campbell and Paris staff for their continued outstanding support of projects at the Airport.

10. Update – Tony Hooper:

a. Airport Membership:

Mr. Hooper reviewed possible options of reducing the number of members on the Airport Committee. One option would be to eliminate the two Board of Supervisors representatives and the Town of Warrenton representative. Mr. Hooper indicated that if the Board of Supervisors wished to continue to serve on the committee that they would act as a representative of their magisterial districts in lieu of the BOS representation.

Mr. Van Luven questioned Mr. Hunsberger if he wished to continue on the Airport Committee. Mr. Hunsberger indicated that his goal was to remain on the Committee throughout the expansion of the runway; however, if need be, he will continue his service on the Committee beyond the completion of the runway.

Mr. Hunsberger suggested that it is possible to move to two (2) at-large citizen representatives vs. three (3).

Mr. Medvitz questioned if the Committee actually needed to approve changes or if it only required Board of Supervisor action. Mr. Van Luven indicated that Board of Supervisor approval is necessary.

Mr. Hooper has spoken with the County Attorney and at the present time, a quorum is a % of the actual number of members appointed to the Committee. Mr. Hooper stated in order to reduce the % required for a quorum that the Committee membership would need to be reduced. Mr. Hooper also indicated that it is important that each magisterial district be represented.

b. Proposed Monthly Fee Rate Change:

Mr. Hooper presented the proposed monthly rental rate changes, a copy of which is attached. Mr. Hooper explained that the costs in maintaining the facilities, due to the expansion, have increased and to assist in offsetting these costs, the following increases are suggested:

Condo Fees	\$ 68.00/month
Tie-Down Fees	\$ 68.00/month
Middle Hangar Units	\$ 239.00/month
End Hangar Units	\$ 281.00/month

Mr. Anderson indicated that over this past year, approximately \$75,000 in roof replacements has occurred and additional repairs are continuing on the existing hangar units.

Mr. Medvitz suggested that Mr. Hooper obtained a market comparison regarding the rates of surrounding County Airports. Mr. Hooper will research and report to the Committee at the January 2005 meeting.

Mr. Dykes questioned if the Personal Property Taxes collected by the County were returned to the Airport Fund. Mr. Hooper indicated that yes, the Personal Property tax funds were placed into the Airport General Fund.

Mr. Dykes suggested possibly raising the monthly rental fees; however, lowering the personal property tax rate.

Mr. Medvitz indicated that it is important that the Airport remain self-sustaining, as no funds from the County General Fund are provided for Airport improvements and maintenance.

Mr. Hooper reported that in reviewing the Land Lease Agreement for T-Hangar Site #1, after the first five (5) years, and every five (5) years thereafter, an escalation, tied to the cumulative changes on the Consumer Price Index, is authorized. Mr. Hooper has corresponded with Midland Development Corporation, and the monthly fee will be adjusted in the amount of approximately 15%.

c. VDOT Plans for Route 610:

Mr. Hooper reported that he will continue to work with the Virginia Department of Transportation regarding the possible acceptance into the Secondary Roadway System for the maintenance of the Airport entrance road. Mr. Hooper also reported discussion regarding safety improvements on Route 610 near the Airport.

d. **Schedule for Budget and Financial Information:**

Mr. Hooper indicated that financial reports will be provided at the January 2005 Airport Committee meeting. During the annual audit, the County auditors have found some adjustments that are necessary prior to the closeout of the 2004 Fiscal Year.

Mr. Van Luven suggested that both the Finance and Operations subcommittees meeting prior to the next Airport Committee meeting. The Finance and Operations subcommittees will meet on January 20, 2005 @ 11:00 a.m. at the Warren Green Building.

e. **Other:**

Mr. Van Luven requested an update on the Agriculture RFP. Mr. Anderson indicated that since construction has not yet been completed, that the RFP has been placed on hold, as Mr. Anderson felt that it would not be good practice to have a farmer on the field during the construction.

Mr. Van Luven also requested an update on the Airport Security. Mr. Anderson stated that the Airport Security Program has been completed; however, the cost is approximately \$100,000 and the Airport Fund would not support the expenditure of these funds at the present time. Mr. Anderson indicated that the Airport Security program would be pursued in FY06.

11. Roundtable:

Mr. Newman questioned the status of agencies who had proposed the leasing of some of the Airport Property. Mr. Anderson indicated that at the present time, there was no current interest. Mr. Medvitz further explained that SAIC has moved its primary location out of State.

The next meeting of the Airport Committee will be January 24, 2005 @ 5:30 p.m. in the conference room at the Warrenton-Fauquier Airport.

With no further business Chuck Medvitz moved and Dennis Hunsberger seconded the motion that the meeting be adjourned at 7:25 p.m.